



CHANGE OF ZONE, SPECIAL PERMIT, AND MODIFICATION OF DEED COVENANTS & RESTRICTIONS CHECKLIST

1. **APPLICATION FORM** – Completed, signed, and notarized ()
2. **FEE** – (See schedule) Certified check, money order or attorney's escrow account check payable to the Town of Islip will be accepted ()
3. **ONE COPY OF DEED OR CONTRACT OF SALE** - Applicant must be the owner of the property (submit deed) or contract vendee (submit contract of sale) - A lease is not acceptable ()
4. **ONE CERTIFIED COPY OF CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLIANCE** - May be obtained at the Building Division located at One Manittion Court directly behind Town Hall (631) 224-5470 ()
5. **ONE COPY OF LEGAL DESCRIPTION** - Certified as accurate by a New York State Licensed Land Surveyor (signed and sealed). Include application Name and Suffolk County Tax Map Number ()
6. **ONE SCHEDULE A: METES & BOUNDS DESCRIPTION** - Submit a digital copy via CD or electronic mail (not necessary for a special permit - Use standard text or word processing file format) ()
7. **ONE COPY OF SURVEY** - Certified by a New York State Licensed Land Surveyor
Show bearings and distances
CHANGE OF ZONE APPLICATION: SURVEY NO OLDER THAN 6 MONTHS ☐ ()
SPECIAL PERMIT APPLICATION: SURVEY NO OLDER THAN 3 YEARS ☐
MODIFICATION OF DEED COVENANTS & RESTRICTIONS: SURVEY NO OLDER THAN 6 MONTHS ☐
8. **ONE COPY OF A RADIUS MAP** - A current tax map indicating all properties within 200 feet of the subject parcel. A current tax map may be obtained at the Assessor's Office – (631) 224-5585. If prepared by a surveyor, indicate all properties and ownership within 200 feet of the subject parcel(s) on the radius map. Alternatively, a GIS radius map may be requested from the Planning Division for an additional fee ()
9. **TWO COPIES OF NOTIFICATION LIST AND AFFIDAVIT, ONE COPY FOR SPECIAL PERMIT (NOTARIZED)** - Indicate all properties within 200 feet of the subject parcel(s). Notification shall be served as per Planning Division procedure contained herein and/or within Town Code Article 4(A). Ownership information may be obtained at the Assessor's Office ()
10. **TWO COPIES OF A SITE PLAN ACCEPTABLE TO THE PLANNING DIVISION** - Indicate proposed development of the site including site data, description, Please provide one additional copy each if review is required by the Suffolk County Planning New York State Department of Transportation ()
11. **SHORT ENVIRONMENTAL ASSESSMENT FORM (SEAF)** - (Complete Part 1 only) (Available from: <http://www.dec.ny.gov/permits/70293.html>) ()
12. **RESTAURANT & BAR PROPOSALS** - Two copies of floor plans for indoor recreation or restaurant indicating seating diagram and bar area ()
13. **ELEVATIONS** - One copy of building elevations for new construction including all proposed signage. This may also be required for existing buildings during the review process ()
14. **TRAFFIC IMPACT STUDY** – A traffic impact study may be required during the review process. If so, an additional review fee is required. See fee schedule. ()
15. **ADDITIONAL INFORMATION** – As required by staff ()



TOWN OF ISLIP
APPLICATION FOR MODIFICATION OF LAND USAGE

Petition to the Islip Town Board and/or Planning Board pursuant to the requirements of the code of the Town of Islip and New York State Town Law.

Town of Islip Planning Division
655 Main Street, Islip, New York 11751 • (631) 224-5450

REQUESTED MODIFICATION

☐ Change of Zoning District Classification to:
☐ Special Permit for: _____

☐ Modification of deed covenants and restrictions
Liber _____ Page _____ T.C. # _____

☐ Site plan design: _____

☐ Other: _____

Reason for request (use additional sheet if necessary):

Approval necessary prior to issuance of CO for proposed

use.

PROPERTY OWNER

Name: _____

Address: _____

Tel. # _____

Fax _____

APPLICANT

Name: _____

Address: _____

Tel. # _____

Fax _____

Contractor/Kendee: ☒ Yes ☐ No

REPRESENTATIVE

Name: _____

Address: _____

Tel. # _____

Fax _____

DISCLOSURE

Is the applicant, owner, or anyone with financial interest in the property related to any officer or employee of the Town of Islip by blood, marriage or financial arrangement?

☐ Yes ☐ No

If yes, attach disclosure affidavit.

LAND USE AND SITE INFORMATION

- Tax Map # _____
- Location of property _____

Side of _____ Street _____ South of _____ Street

- School district name and number _____

- Existing zoning _____

- Area of site (sq. ft.) _____

- Is the property within 500' of the boundary line of:

Y ES NO

a. Town or village boundary ☐ ☐

b. County, state, or federal land ☐ ☐

c. County or state road ☐ ☐

d. Stream, drainage channel, or wetlands ☐ ☐

- Does the applicant/owner have any interest in contiguous property? ☐ ☐

- If yes, state tax map number(s) _____

- Have there been any previous zoning applications on the property within the past year? ☐ ☐

- Existing use of property: _____

- Proposed use of property: _____

- Proposed building floor area (include existing floor area if it is to remain): _____ sq. ft.

- Number of seats (if application is for a restaurant or other place of public assembly): _____

- Number of parking spaces required (in accordance with zoning ordinance): _____

- Number of parking spaces provided: _____

The information stated on this application and on supporting documentation is accurate and true. Any changes to this information prior to a decision by the board will be indicated in writing to the board.

Owner/Point of Contact (Print): _____

Signature of Owner: _____

Date: _____

Sworn to before me this _____ day of _____

in the year _____ Notary public: _____

NOTARY STAMP

DATE
STAMP

Important: Please be advised that by submitting the within application to the Town of Islip for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to your Certificate of Occupancy/Compliance. No further notice of any resultant modification or addition shall be required.

FOR OFFICE USE ONLY

TOTAL FEE RECEIVED \$ _____

RECEIVED

CZ

617.20
Appendix B
Short Environmental Assessment Form

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO	YES
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO	YES
3.a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland				

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO	YES	N/A
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____ _____	NO	YES	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation service(s) available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	NO	YES	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO	YES	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO	YES	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO	YES	
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places? b. Is the proposed action located in an archeological sensitive area?	NO	YES	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO	YES	
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES	
16. Is the project site located in the 100 year flood plain?	NO	YES	
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	NO	YES	

18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)? If Yes, explain purpose and size: _____ _____ _____	NO	YES
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____ _____	NO	YES
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____ _____	NO	YES
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Part 3 - Determination of significance. The Lead Agency is responsible for the completion of Part 3. For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- ☐ Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

INSTRUCTIONS FOR
NOTIFICATION OF SURROUNDING PROPERTY OWNERS
AND
SAMPLE NOTIFICATION LETTER

Prior to the Planning Board public hearing, all property owners within 200 feet of the subject parcel must be notified. It is the applicant's responsibility to prepare an accurate list of surrounding property owners and to notify them of the time and date of the Planning Board Public Hearing. The procedures below must be followed:

1. List A list of all property owners within a 200 foot radius must be prepared and submitted with the application. This list must be signed and notarized. A form is in the application package for your use. If the applicant owns or has an interest in property contiguous (adjacent) to the subject parcel, the list shall include property owners within 200 feet of the contiguous property. The list should include the Suffolk County Tax Map Number and the name and address of the owner of record for each parcel. This list must be prepared from the current records of the Town Assessor. The Town Assessor's Office is located at 40 Nassau Avenue, Islip directly behind the Main Town Hall. Please make a photocopy and save for yourself.
2. Notification After you submit a complete application, the Planning Department staff will review it and schedule it for a Planning Board public hearing. You will be notified of the date of the Planning Board public hearing and then be required to ***notify the surrounding property owners as they appear on the notification list at least ten (10) days prior to the hearing.*** Please review the attached sample notification letter and follow its format.
The notification must be certified mail, return receipt requested.
3. Signs The applicant is required to post ***PUBLIC NOTICE SIGNS on the subject parcel at least ten (10) days prior to the hearing.*** These signs are available at the Planning Department. At least three (3) signs shall be posted on each parcel and more may be required depending on the size of the parcel. ***These signs should be removed immediately after the public hearing.***
4. Affidavit After the applicant has mailed the notification letters and posted the PUBLIC NOTICE signs on the property, the applicant shall submit and Affidavit of Notification and Posting and proof of mailing to the Planning Department. A copy of this Affidavit is attached hereto.

.....RE: _____

Dear

This is to Notify you that there will be a public hearing before the Town of Islip Planning Board at Town Hall, 655 Main Street, Islip, New York on <<Hearing Date>> at <<7:30>> P.M.

The purpose of this hearing is to discuss the merits of the proposal for the above captioned property to:

- a. Change the zoning district from _____ to _____.
- b. Obtain a Special Permit from the Town/Planning Board for _____.
- c. Modify the site plan design for _____.
- d. Modify the following deed covenant or stipulation filed with the Suffolk County Clerk: _____.

Proposed plans and _____ n be reviewed at the Planning Department located at the Islip Town Hall, 655 Main Street, Islip, New York or by Telephone at (631) 224-5450.

Although written notification is given only to those within 200 feet of the subject property, please feel free to mention this application to any neighbor who may care to attend. At this meeting, all who choose to speak will be given the opportunity to be heard. This meeting is a major influence on the outcome of this application. If you have any interest in this proposal, we urge you to attend.

Very truly yours,

LIST OF PROPERTY OWNERS WITHIN 200 FEET OF THE PERIMETER OF THE SUBJECT PARCEL

NOTE: Include NAME, ADDRESS, and TAX MAP NUMBER for each property owner.
ALL ENTRIES MUST BE TYPED.

NAME OF PREPARER: _____ TITLE: _____

ADDRESS: _____

SIGNATURE OF PREPARER: _____ DATE: _____

NOTARY: _____

NOTE: Reproduce this sheet as needed for additional address list space.

AFFIDAVIT OF NOTIFICATION AND POSTING

STATE OF NEW YORK

ss:

COUNTY OF SUFFOLK

THE UNDERSIGNED, being duly sworn, deposes and says that in compliance with the requirements of the Islip Town Planning Board, hereby certifies that all property owners within 200 feet of the subject zoning application located at _____, Town of Islip, Suffolk County, New York have been notified by certified mail (as per the attached certified mail receipts) dated _____ advising said property owners within 200 feet that a public hearing will be held by the Islip Town Planning Board at 7:30 p.m. on _____, 20____ at the Islip Town Hall, 655 Main Street, Islip, New York and that the applicant has conspicuously posted signs on the property advertising the date, time, and reason for the public hearing before the Planning Board.

Signature

Print Name

Sworn to before me this

_____ Day of _____, 20 _____

Notary Public

DISCLOSURE AFFIDAVIT

Tax Map No. 0500- _____

Re: Application of _____

STATE OF NEW YORK)

: SS.:

COUNTY OF SUFFOLK)

That in connection with the above captioned application to the Planning Board, I,
_____ the (applicant herein), (an officer or agent of the corporate applicant,
namely, its _____, swear or affirm under the penalties of perjury, that
no other person will have any direct or indirect interest in this application except
_____(in case
of corporations, all officers of the corporations and stockholders owning more than 5% of the
corporation stock must be listed. Use attached sheet, if necessary).

That* (I am not) (none of the officers or stockholders are) related to any officer or employee of
the Town of Islip, except _____.

That there is not any state or local officer or employee, a member of a board of commissioners
of local public authorities or other public corporation within the county (exclusive of a volunteer
firemen or civil defense volunteer) interested in such application.

Sworn to before me this
_____ Day of _____, 20____

* cross out the phrase where it is not appropriate



SCHEDULE OF FEES – PLANNING DIVISION

(Contact the Building Division at (631) 224-5466 for Building Permit fees)
Effective March 28, 2013

APPLICATIONS SUBJECT TO TOWN BOARD REVIEW

\$750.00	Change of Zone/Special Permit for parcel up to one acre
\$200.00	- Fee per additional acre or fraction thereof
\$700.00	Modification of Covenants or Special Permit Restrictions for parcel up to one acre
\$150.00	- Fee per additional acre or fraction thereof
\$900.00	Placement of Road on the Official Map
\$250.00	Rehearing Fee
\$1500.00	Traffic Impact Study Review Fee

APPLICATIONS SUBJECT TO PLANNING BOARD REVIEW

ZONING

\$750.00	Special Permit (vehicle repair, restaurant, conveniences, etc.)
	Special Permit for Transmission or Receiving Tower
\$750.00	- Commercial Use
\$400.00	- Residential Use
\$500.00	Modification of Planning Board Restrictions
\$50.00	Review of Restaurant Outdoor Seating (Business District Only)
\$500.00	Certificate of Appropriateness (Planned Landmark Preservation District)
\$100.00	Planning Board Sign Review

SUBDIVISION

\$900.00	Major Subdivision or Review of Condominium Unit Designation Map – Base Charge
\$200.00	- Fee Per Lot – In Addition to Base Charge
\$400.00	Minor Subdivision – Base Charge
\$150.00	- Fee Per Lot – In Addition to Base Charge
\$750.00	Bond Reduction/Release (One Fee for Both)

SITE PLAN – Performed by Engineering Division – (631) 224-5360

\$700.00	Site Plan Review (Base Charge – plus site specific charges assessed at time of approval)
\$100.00	- Fee per additional acre or fraction thereof – In Addition to Base Charge
\$400.00	- Fee if Minor Subdivision required with Site Plan Review
\$500.00	Modification of Site Plan Requirements
\$250.00	Public Hearing Fee (For Buffer Reduction and Parking Modification in Excess of 25% of Required Amount)
\$900.00	Road Opening Permit – Base Charge
\$200.00	- Fee Per 100 Linear Feet of Road Length (Centerline Measurement) – In Addition to Base Charge
\$50.00	Renewal of approved site plan – One time only, prior to expiration

ENVIRONMENTAL

\$275.00	Wetlands and Watercourses Permit Review and Land Clearing Permit Review
\$100.00	Amendment or Extension of Unexpired Wetlands or Land Clearing Permit – No Renewals Permitted
\$500.00	Environmental Assessment Review – IDA applications not previously reviewed under Planning application
\$750.00	Environmental and Traffic Impact Statement Analysis – Base Charge
	- (Variable depending on cost of report preparation, processing, and consultant review fee)
\$10.00	FEMA Flood Zone Determination/PRP Extension Review

MISCELLANEOUS

Request for written zoning information	\$25.00 plus any copy fee below
Subdivision and Land Development Regulations	\$30.00/ea
Street Map	\$6.00/ea
Zoning Map/Official Map Volumes – See Zoning Map Request Form	Variable

DOCUMENTS AVAILABLE UNDER F.O.I.L.

COPIES/PRINTS – B&W/Color – Small Format (up to 8.5" x 14")	\$0.25/pg
COPIES/PRINTS – B&W – Small Format (11" x 17")	\$0.50/pg
COPIES/PRINTS – Color – Small Format (11" x 17")	\$5.00/pg
COPIES/PRINTS – B&W – Large Format (22" x 34" & 36" x 44")	\$5.00/pg
COPIES/PRINTS – Color – Large Format (22" x 34" & 36" x 44")	\$20.00/pg

DOCUMENTS AVAILABLE AS A COURTESY TO THE PUBLIC

PRINTS – B&W – Small Format (up to 11" x 17")	\$50.00/pg
PRINTS – Color – Small Format (up to 11" x 17")	\$75.00/pg
PRINTS – B&W – Large Format (22" x 34" & 36" x 44")	\$75.00/pg
PRINTS – Color – Large Format (22" x 34" & 36" x 44")	\$100.00/pg

PAYMENT POLICY: Payment may be made by cash or check. A receipt will be issued for all transactions. Checks must be made payable to The Town of Islip. Checks in excess of \$250.00 must be certified, excluding Attorney Escrow Accounts. A \$15.00 fee will be charged for any returned checks.

REFUND POLICY: Applications withdrawn prior to the scheduling and advertisement of a public hearing shall be refunded the full application amount, minus a fifty dollar non-refundable charge. Planning and Town Board applications withdrawn prior to a Planning Board decision will be refunded one-half of the application fee (up to \$500.00 maximum after receiving a Planning Board recommendation to the Town Board may be refunded a maximum of \$ 250.00.)